

Minutes of the September 11, 2014 Meeting of the Executive Committee for the Roanoke Valley Regional Pound

The following is a recap of a meeting of the Executive Committee for the Roanoke Valley Regional Pound held on Thursday, September 11, 2014 at 11:00 a.m. in the conference room of Roanoke City Council.

Executive Committee members present at such meeting were Chairman Dan O'Donnell, Kathleen Guzi, and Vice Chairman Christopher P. Morrill. Mr. Christopher S. Lawrence and Mr. Christopher C. Perkins were absent. Also present at the meeting were David Flagler, Brent Robertson, Barry Thompson, Andrea Trent, and Tony Zerrilla. This meeting was set to address operational and transitional issues involving the Regional Pound and the transference of operations from the SPCA to the Executive Committee.

1. The meeting minutes of the July 10, 2014 meeting were reviewed and subsequently approved (Christopher Morrill motion and Kathleen Guzi second).
2. David Flagler, Executive Director of the Regional Pound provided an operational update on the following areas; year-to-date statistics, adoptions, general operations, the volunteer program, and marketing and community outreach. Mr. Flagler also provided an update on the coupon program and suggested a broader distribution outlet and the board concurred to encourage a higher utilization rate.
3. Reports were provided to the Executives on the following items:
 - a. The Operations Committee Meeting Notes for July and August were presented. Mr. Flagler complimented the community service workers indicating their assistance allows staff to concentrate on animal care vs. facility care.
 - b. Mr. Robertson presented unaudited financials as of the end of June 2014. Mr. Zerrilla commented noted the budget to actual was close to perfect.
 - c. Utilization of the reserve was discussed with the Executive Board (Christopher Morrill motion and Kathleen Guzi second) approving an operational reserve of 60 days with an annual recalculation upon approval of the RCACP budget.
 - d. Capital needs and further utilization of the reserve was discussed with the Executive Board (Christopher Morrill motion and Kathleen Guzi second) approving the purchase of a commercial washing machine and dryer and the accompanying expenses related to installation with a not to exceed twenty thousand dollar budget.
 - e. The Fixed Asset Policy threshold was discussed and upon recommendation by the Fiscal and Strategic Committee the Executive Board (Kathleen Guzi motion and Christopher Morrill second) approved lowering the County's ten thousand dollar threshold to five thousand dollars. This level will mirror the thresholds of the City of Roanoke, County of Botetourt, and the Town of Vinton's policy and provide a more conservative and fiscally responsible approach to reporting purchased assets as the total budget of RCACP is much smaller than that of Roanoke County, the fiscal agent.

4. Unfinished business discussions included the following:
 - a. Ms. Trent reported on the corridor deconstruction and the alternatives reviewed to date. The Executive Committee deferred the issue to allow Mr. Flagler to seek additional and updated information and to allow full representation of all voting members for the decision.
 - b. Mr. Flagler provided an update on donation solicitation and receipts. Discussion pursued with how the collected dollars would be designated; education, project, enrichment, medical care, marketing were the suggested utilization options. The Board approved further outreach and communications regarding partnerships with 501 c (3) organizations that may be able to facilitate the administrative process of this endeavor.
 - c. Mr. Flager reported the RCACP has been awarded grants in the amounts of \$2,010 and \$9,400 for education and identification of animals, respectively, from PetSmart. Mr. Flagler reported the TNR Grant offering through PetSmart remained pending. The Executive Committee accepted the grants and appropriated funding of the awarded grants (Kathleen Guzi motion and Christopher Morrill second).

The Executive Committee conditionally accepted the pending grant subject to legal review and approval of each respective locality, acknowledging the grant funding received may be conditionally accepted by only one of the participating localities.

5. New Business - N/A

6. The Executive Committee next opened the meeting to public comment and immediately closed the session as no visitors were in attendance

There being no further business, Chairman, Mr. O'Donnell adjourned the meeting at 11:54 a.m. with an announcement of the next scheduled meeting date of November 13, 2014 communicating meetings would continue to be held in the City of Roanoke's Council Conference Room.

Public Commentary Summary – N/A